

LICENSE APPLICATION INSTRUCTIONS FOR
PRIVATE SECURITY GUARD COMPANY OR QUALIFYING PRINCIPAL

Application Requirements

- Appropriate fee
- Applicant must be at least 21 years old
- Provide at least one completed fingerprint card for each **unarmed** PSG principal applicant; two (2) fingerprint cards for licensure as an **armed** PSG
- Documentation of applicant's legal history
- Prior to licensure, the **armed** principal applicant must attend an 8-hour Firearms Certification course through the Criminal Justice Training Commission. The Department will be notified directly when the certificate is issued.
- If principal is applying for licensure under the examination requirement, notification of the exam date will be mailed 2-3 weeks after receipt of the application
- Be prepared to provide a Certificate of Insurance prior to issuance of your license. The company must have comprehensive general liability coverage of at least \$25,000.00 for bodily or personal injury **and** \$25,000.00 for property damage. This certificate does **not** have to be submitted with the application packet and may be faxed to the Department when the license is ready to be issued. [fax (360) 570-7888]
 - The **certificate holder** on the insurance must read:
Department of Licensing
Private Security Guard Licensing Program
PO Box 9048
Olympia, WA 98507-9048
- Provide an address list of any branch office(s) maintained by the company
- **US corporations** must submit:
 - a copy of the Articles of Incorporation filed with the Washington Secretary of State
 - a list of all officers and directors with an address for each
 - a letter from the governing body of the corporation designating the applicant as "principal"
- **Partnerships or limited partnerships** must also submit:
 - a fee for each partner other than the principal
 - one completed application for each partner**Note**--Each partner must apply for licensure in order to be eligible to own or operate the company. Each must meet the same eligibility requirements as the principal of the company.
- **In addition, foreign corporations** must submit:
 - a certified copy of the Certificate of Authority to conduct business in the state of Washington

The Most Commonly Asked Questions:

- Q. *What is a company principal?***
- A. The individual who, in order to own or operate a private security guard company, must meet the minimum qualifications of three years' experience **or** pass the state exam.
- Q. *How often are the exams given for principals and certified trainers?***
- A. They are scheduled within two or three weeks after we receive your application.
- Q. *Where will I take the exam?***
- A. The exams are scheduled at driver's licensing offices around the state. When the exam is completed, it will be returned to this office to be scored. A letter with your score will be mailed to you approximately 10 days after you've taken your exam.
- Q. *How often can I take the exam?***
- A. There's no limit on the number of times you may take the exam as long as there's at least seven working days between them.
- Q. *How do I get rescheduled if I don't pass?***
- A. A re-exam application will be mailed to you with your results. Complete and return the application with the \$25.00 fee to be rescheduled.
- Q. *How long will it take to get the license?***
- A. Once you've met all the requirements, an unarmed license is usually issued within two or three weeks. An armed license is handled on a case-by-case basis and can take longer.
- Q. *If I'm just working for myself and do not want to hire employees, do I still have to get a company license?***
- A. Yes, anyone who works as a private security guard must either be licensed as a PSG company principal or as a security guard under another company.
- Q. *How do my employees get licensed?***
- A. Once your company is licensed, you can submit applications for your employees. They are required to complete four hours of pre-assignment training from a licensed certified trainer. The certified trainer must sign the certification box on the front of the security guard application.
- Q. *How do I become a certified trainer?***
- A. Once you are licensed, submit a certified trainer exam application and \$25.00.
- Q. *May I have a certified trainer from another company give my employees the training?***
- A. Yes, provided they are currently employed and hold a valid certified trainer's license.



APPLICATION FOR LICENSURE AS A
PRIVATE SECURITY GUARD COMPANY/PRINCIPAL

FOR VALIDATION ONLY

Check the type(s) of licensure for which you are applying:

- ☐ Unarmed Principal & Company - \$250
☐ Armed Principal & Company - \$280
☐ Change of unarmed principal - \$65
☐ Change of Armed Principal - \$95

**Make remittance payable to State Treasurer.
 Send this application with your remittance to:
 Department of Licensing
 Public Protection Unit
 PO Box 9048
 Olympia, WA 98507-9048**

001-070-299-0009

Company Information

Company Name		Telephone No. ()	FAX No. ()
Washington State Business Address (Number, Street, and Suite or Room No.)			
City	State WA	Zip Code	County
Business Mailing Address (If Different)			
City	State	Zip Code	County
Type of Business (Check One) <input type="checkbox"/> Sole owner <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Foreign corp.		No. of Partners (If Partnership)	UBI No.
Branch Office Address (Street, City, State, Zip)			
Branch Office Address (Street, City, State, Zip)			
Branch Office Address (Street, City, State, Zip)			

Principal Information

Principal Name (Last, First, Middle Initial)		Maiden Name or Aliases	
Home Address (Number, Street, Apartment No.)			
City	State	Zip Code	County
Date of Birth	Gender (Check One) <input type="checkbox"/> Female <input type="checkbox"/> Male	Social Sec. No. (Required per RCW 26.23.150)	Citizenship Status (Check One) <input type="checkbox"/> US Citizen <input type="checkbox"/> Resident Alien
Requirement under which you will be qualifying for licensure (Check One) istrator in the private security business or a related field		<input type="checkbox"/> 3 years' experience as a manager, supervisor, or admin- <input type="checkbox"/> Examination - see page 2	

Legal Profile Attach requested documents and a separate explanation sheet for "Yes" answers

Applicant—respond to all questions below. If you answer "yes" to any, attach a separate sheet with explanation.

	Yes	No		Yes	No
1. Have you ever been found guilty of, or held liable for, fraud, dishonesty, or misrepresentation while performing duties as a private security guard?	<input type="checkbox"/>	<input type="checkbox"/>	5. Have you ever been convicted of any act involving unethical or immoral behavior?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you ever been found guilty of, or held liable for, incompetence or negligence that resulted in injury to a person or created an unreasonable risk to a person?	<input type="checkbox"/>	<input type="checkbox"/>	6. Have you been licensed as a security guard in any jurisdiction? If "yes," in what jurisdiction? (Please insert name of state, county, or city and date _____)	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you ever been found guilty of, or held liable for, releasing information about the property or valuables you were guarding?	<input type="checkbox"/>	<input type="checkbox"/>	7. Have you ever had a security guard license suspended, revoked, or restricted? If "yes," in what jurisdiction? (Please insert name of state, county, or city and date _____)	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you ever been convicted of a gross misdemeanor or felony as a juvenile or adult?	<input type="checkbox"/>	<input type="checkbox"/>			

If any conviction was dismissed, please enclose copies of the court documents.

Experience you must provide proof of your past employment

Please document your experience beginning with your most recent (or current) position. Acceptable forms of proof include: copies of payroll checkstubs showing company name and pay period, copies of your federal tax return for the period(s) listed, certification from the employer verifying your status and time employed. Verification of license/registration from another state/jurisdiction is acceptable **only** if that state/jurisdiction has requirements that meet or exceed those required by Washington state. Use the enclosed verification form for out-of-state work history.

Start with your most recent (or current) position, then work backward.

Type of Experience (<i>Manager, Supervisor, Administrator</i>)	From (<i>Mo-Da-Yr</i>)	To (<i>Mo-Da-Yr</i>)
Company Name		
Company Address (<i>Number and Street, City, State, Zip</i>)		
Type of Experience (<i>Manager, Supervisor, Administrator</i>)	From (<i>Mo-Da-Yr</i>)	To (<i>Mo-Da-Yr</i>)
Company Name		
Company Address (<i>Number and Street, City, State, Zip</i>)		
Type of Experience (<i>Manager, Supervisor, Administrator</i>)	From (<i>Mo-Da-Yr</i>)	To (<i>Mo-Da-Yr</i>)
Company Name		
Company Address (<i>Number and Street, City, State, Zip</i>)		

If you wish to take the examination for licensure, mark your choice of locations below. Mark your first choice with a "1" in the box and your second choice with a "2". Notification of the examination date and place will be mailed 2-3 weeks after receipt of the application.

<input type="checkbox"/>	Anacortes	1005 Commercial St	<input type="checkbox"/>	Mount Vernon	1920 S 3rd St
<input type="checkbox"/>	Auburn	3310 Auburn Way N Ste H	<input type="checkbox"/>	Omak	646 Okomo Dr, Ste E
<input type="checkbox"/>	Bellevue	525 156th Ave SE	<input type="checkbox"/>	Parkland	2502 112th St E Ste 200
<input type="checkbox"/>	Bellingham	1904 Humboldt St Ste B	<input type="checkbox"/>	Poulsbo	19045 Hwy 305 NE Ste 140
<input type="checkbox"/>	Bothell	18132 Bothell Way NE Ste B6	<input type="checkbox"/>	Port Angeles	228 1st Street
<input type="checkbox"/>	Bremerton	4841 Auto Center Way Ste 101	<input type="checkbox"/>	Port Townsend	2300 S Park Ave
<input type="checkbox"/>	Centralia	2426 Reynolds Ave	<input type="checkbox"/>	Pullman	980 S Grand Ave
<input type="checkbox"/>	Clarkston	603 3rd St	<input type="checkbox"/>	Puyallup	405 W Stewart St Ste A
<input type="checkbox"/>	Colville	172 S Wynne St	<input type="checkbox"/>	Renton	1314 Union Ave NE Ste 4
<input type="checkbox"/>	Everett	5313 Evergreen Way	<input type="checkbox"/>	Seattle - Downtown	380 Union St
<input type="checkbox"/>	Federal Way	1414 South 324th St Ste 105	<input type="checkbox"/>	Seattle - Greenwood	320 N 85th St
<input type="checkbox"/>	Ilwaco	208 First St	<input type="checkbox"/>	Spokane East	11530 E Sprague Ave
<input type="checkbox"/>	Kelso	214 S Kelso Dr Bldg F	<input type="checkbox"/>	Sunnyside	2010 Yakima Valley Hwy
<input type="checkbox"/>	Kennewick	3311 W Clearwater Ste 110	<input type="checkbox"/>	Tacoma - South	6402 S Yakima Ave Ste C
<input type="checkbox"/>	Kent	25410 74th Ave S	<input type="checkbox"/>	Tacoma - West	8313 27th St W (University Pl)
<input type="checkbox"/>	Kirkland	10639 NE 68th	<input type="checkbox"/>	Union Gap	2725 Rudkin Road
<input type="checkbox"/>	Lynnwood	18023-E Hwy 99 N	<input type="checkbox"/>	Vancouver	1301 NE 136th Ave
<input type="checkbox"/>	Lacey	645 Woodland Square Lp SE	<input type="checkbox"/>	Walla Walla	145 Jade St
<input type="checkbox"/>	Marysville	601 Delta Avenue	<input type="checkbox"/>	Wenatchee	325 N Chelan Ste B
<input type="checkbox"/>	Moses Lake	1007 W Broadway	<input type="checkbox"/>	White Salmon	156 NE Church Ave

Certification

I, _____, (print name), certify that the information provided in this application is true, complete, and correct to the best of my knowledge. I understand that should I misrepresent or conceal any material fact in my application for principal of a private security guard company, it constitutes grounds for suspension or denial of a license for the company. I understand the department may conduct a complete background investigation regarding my qualifications as outlined in Chapter RCW 18.170.

X

Signature of Applicant

Date

**UPON FILING, THIS APPLICATION BECOMES A PUBLIC RECORD AND IS
SUBJECT TO PUBLIC DISCLOSURE PROVISIONS PURSUANT TO RCW 42.17**